

ATTN : Office of Scientific Intelligence
Executive Officer

17 SEP 57

Chief, Records Management Staff

Review of Records Control Schedule

1. Your revised Records Control Schedule has been reviewed by this staff and is approved for application.

2. The general type schedule prepared by you for this revision is a new approach for controlling the disposition of records in this Agency. It offers many advantages over the organizational type schedule now standardized throughout the Agency and we are studying the suitability of extending this method of scheduling to other offices.

3. Your annual report of records disposition activities shows that during the past year you have accomplished savings of over \$27,000 by retiring and destroying inactive records. The efficiency of your program is emphasized by the fact that you have reduced your total records holdings for two successive years.

4. The splendid accomplishments made by the Office of Scientific Intelligence in the records disposition program reflects active participation by all members of your organization. I would especially like to commend your records management people for their work in implementing an important part of the Agency's overall records program.

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Mgt/S/RMS/RDB ~~SECRET~~ jml(16Sept.57)

Schedule filed in Records Disp. Br
Sanitized - Approved For Release ~~SECRET~~ CIA-RDP70-00211R000100460007-2
Copy of memo and schedule sent to Records Center
Jan. 16 Sep 57